




STATE OF WASHINGTON

DEPARTMENT OF PERSONNEL

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January 15, 2002

To: Marty Brown, Director
Office of Financial Management

From: Gene Mat 
Director

Subject: Voluntary Separation and Downshifting Incentive
Program Guidelines

The Department of Personnel, in conjunction with the Department of Retirement Systems and in consultation with the Office of Financial Management, has reviewed and approved the Voluntary Separation and Downshifting Incentive Program Guidelines for the 2001-2003 biennium. The guidelines for the current biennium include a few minor changes, including the ability to offer a separation incentive to employees following a downshifting incentive payment. The rules governing repayment provisions have been clarified, as have the options for utilizing incentives to cover health insurance premiums following separation.

It was our intention to provide flexibility within the guidelines to allow the individual agency to design and implement a program to meet their specific needs. It is our recommendation that each agency develop internal policies and procedures governing the application of the Voluntary Separation and Retirement Incentive Program prior to implementation. Each agency should assign a designee to respond to their employee questions concerning the application of those guidelines within that agency.

The Department of Personnel has designated Denise McKay to assist in the review of the agency proposals. Denise can be reached at (360) 664-6327.

I trust the agencies will find the guidelines a useful management tool to address their business needs in the coming biennium.

